

# **Maryland Port Administration**

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## **Hurricane Preparedness Plan**

**For**

**Marine Terminals**

**Revised  
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# Maryland Port Administration Hurricane Preparedness Plan

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# **Maryland Port Administration Hurricane Preparedness Plan**

## **A. PURPOSE**

1. The purpose of this plan is to establish policy and procedures for protecting personnel and securing Maryland Port Administration (MPA) property and equipment in preparation for hurricane force weather. The MPA will provide guidance, act as liaison to the U.S. Coast Guard, and disseminate advisory information to MPA tenants in preparation for a possible hurricane strike on Baltimore. The goal is to minimize potential deaths, injuries, and property damage and return MPA facilities to normal operations as quickly as possible after a hurricane impact on the Baltimore area.
2. This plan is advisory in nature and does not supersede any directives or requirements established by the Maryland Emergency Management Agency's (MEMA) State of Maryland Emergency Operations Plan (EOP) or those promulgated in the U.S. Coast Guard Captain of the Port (COTP) [Upper Chesapeake Bay Hurricane Contingency Plan](#). These plans should be consulted and their policies, directives, and recommendations adhered to, as they apply, in the event of a hurricane emergency.

## **B. APPLICATION**

This plan applies to all MPA personnel and facilities and includes recommended actions for leasees of MPA property.

## **C. DISCUSSION**

1. Hurricanes pose a threat to life and property on the east and gulf coasts of the United States from high winds, heavy rains, and flooding. Fortunately, hurricanes can be detected and their movements closely monitored making the threat they pose relatively predictable. With sufficient notice and preparation, people and property can be protected and losses minimized.
2. June 1st through November 30th is the period of greatest hurricane activity and is referred to as hurricane season. The Coast Guard COTP will establish and publish maritime conditions based on the threat of a hurricane striking the Baltimore area. Attachment (1) is a chart comparing the various maritime hurricane conditions. These conditions are described as follows:
  - a. Maritime condition HURRICANE SEASON: This condition is automatically set on June 1st each year. At this time hurricane plans should be reviewed and weather reports closely monitored for any hurricane activity.
  - b. Maritime condition WHISKEY. Hurricane force winds (75+mph) are expected within 72 hours.

- c. Maritime condition XRAY (also referred to as HURRICANE WATCH). Hurricane force winds are expected within 48 hours.
  - d. Maritime condition YANKEE (also referred to as HURRICANE WARNING). Hurricane force winds are expected within 24 hours.
  - e. Maritime condition ZULU (also referred to as (HURRICANE WARNING). Hurricane force winds are expected within 12 hours.
3. The MdTA Police Department (P.D.) maintains a 24-hour watch and communications system. U.S. Coast Guard will make notification of maritime condition changes to MdTA Police, MPA Ops or MPA Safety and Risk Management Department (SRMD). Notifications and advisories to MPA tenants will be made using the MPA Operations Directory. It is important to keep this directory up to date and all MPA tenants are strongly encouraged to submit any applicable changes to the MPA Operations Department in a timely manner.
  4. The Coast Guard COTP Baltimore will take action to control ship movements based on the prevailing maritime condition. Approximately 24 hours before the predicted arrival of hurricane force winds (75+mph), the COTP will close the Port of Baltimore to all **incoming** vessel traffic. Approximately 12 hours before the predicted arrival of hurricane force winds, the COTP will close the Port of Baltimore to **all** vessel traffic. Incoming and outgoing vessel traffic may also be controlled by the COTP Hampton Roads, Virginia at the mouth of Chesapeake Bay and the COTP Philadelphia, Pennsylvania at the Chesapeake and Delaware Canal. Phone numbers in Attachment 2.
  5. The best course of action for vessels in the way of a hurricane is evasion at sea. Remaining moored at a pier or at anchorage is less desirable. Given the location of the Port of Baltimore in the northwestern part of Chesapeake Bay, vessel transit times to the Atlantic Ocean are from eight to 12 hours. This makes advanced planning, coordination, and timely communications critical to vessel movements and cargo operations.
  6. The COTP Baltimore will dispatch harbor patrols into the port during the various maritime conditions to check for any potential hazards and may require facility operators to take action to eliminate hazardous conditions. Waterfront facilities should plan to secure their operations during condition ZULU. The COTP may terminate all facility operations 12 hours in advance of predicted hurricane force winds.

#### D. VESSEL PREPAREDNESS

1. The MPA SRMD, will transmit maritime condition advisories and preparedness recommendations to vessel owners, operators, agents, and steamship companies.
2. The prevailing maritime condition should be taken into consideration when scheduling vessel port calls in Baltimore. This is especially critical if the Coast Guard sets YANKEE maritime condition. The COTPs in Hampton Roads and Philadelphia will close the accesses to Chesapeake Bay to incoming vessel traffic if maritime condition YANKEE is set and all vessel movements will be prohibited if

Condition ZULU is established. If this occurs, emergency vessel movements may be authorized only by specific permission of the responsible COTP.

3. The MPA may allow vessels to stay at its berths under any maritime condition. However, the COTP Baltimore has ultimate authority to direct vessel movements and usually orders vessels greater than 200 gross tons to anchorage or to sea if conditions permit. Advanced planning and timely coordination with the MPA and the COTP will be critical in determining the safest course of action for each vessel.
4. Vessels that remain moored to an MPA owned facility during a hurricane must notify the COTP Baltimore and the MPA by submitting a [Commercial Vessel Authorization Checklist/Survey](#). Vessels electing to remain at anchorage in Baltimore Harbor or Chesapeake Bay must notify the COTP Baltimore. These arrangements must be confirmed when maritime condition YANKEE has been set or sooner. [Recommended Precautionary Measures For Ships](#) and [Recommended Precautionary Measures for Barges](#) remaining moored or anchored in port are included the COTP Upper Chesapeake Bay Hurricane Contingency Plan. Also owners of vessels and barges should review the [Hurricane Prep Checklist for Ships and Barges](#).
5. Vessel operators should be aware that after a hurricane passes, all navigation channels must be surveyed for possible submerged hazards to navigation and navigational aids must be checked to ensure they are functioning properly and in their proper location. The COTP Baltimore may not permit vessel movement in the Port of Baltimore until these precautionary measures are completed. This could delay vessel arrivals and departures for several days after a hurricane. Any decision to keep a vessel in port during a hurricane should be made with this in mind.
6. **At maritime conditions X-RAY and Yankee, the MPA Operations Department will notify the USCG of all vessels and barges arriving and departing MPA facilities.**

E. FACILITY PREPAREDNESS

1. The MPA SRMD will transmit the advisement that Whiskey has been set and to review your Hurricane Preparedness Plan to MPA departments and tenants when maritime condition *WHISKEY* is set.
2. The MPA SRMD will transmit the following recommended actions and other pertinent information to MPA departments and tenants when maritime condition *X-RAY* is set:
  - a. Clear missile hazards such as loose gear, equipment, dunnage, sheet metal, pallets, trash, drums, etc.
  - b. Move and secure dangerous cargo and hazardous materials to a safe location. Advise the COTP Baltimore of any dangerous cargoes or hazardous materials that cannot be moved or secured.

- c. If practical, ensure empty and full containers are stacked no more than two high and that their doors are secured. The COTP may require this action for containers with hazardous materials. Each tenant is to survey its area and use appropriate judgment as to the safest manner in which to store containers and other cargoes.
  - d. Survey moored vessels and notify the COTP Baltimore of any potential problems.
  - e. Review schedules of inbound and departing vessels and barges. Notify the COTP Baltimore of any vessels arriving or departing the Port of Baltimore within the next 48 hours.
  - f. Where possible, photograph construction projects and facility improvements for use as verification of hurricane damage.
  - g. Keep abreast of weather conditions.
3. Normal facility operations may continue during maritime condition X-RAY. The MPA SRMD will transmit changes in maritime conditions and any recommended actions to MPA tenants.
4. The MPA SRMD will transmit the following recommended actions and other pertinent information to MPA departments and tenants when maritime condition *YANKEE* is set:
- a. Plan for the possible termination of cargo operations.
  - b. Begin securing buildings and equipment for heavy weather.
  - c. Secure non-essential fuel and chemical storage and supply facilities (close valves, secure openings, etc.)
  - d. Notify the COTP Baltimore of any vessels still moored at a terminal.
  - e. Survey terminal areas for any potential hazards. Notify the MdTA Police and the COTP Baltimore if any hazards are found.
  - f. Ensure all hazardous cargo is secured and protected from damage as much as possible.
- g. Review the [MPA Crane Operating Procedures during Forecast and Actual Winds](#).
- h. Consider the possibility of flooding and take measures to mitigate damage as much as possible (e.g. sandbag doors, move critical equipment, documents, and records to a higher location such as the second floor of a multi-story building or on top of tables or desks, etc.)

- i. Normal telephone service may not be available after a hurricane. Review radio procedures and protocols and ensure radio batteries are available and charged.
  - j. The MdTA Police will patrol MPA facilities and report any problems or hazardous conditions noted to the responsible terminal operator and the MPA Ops. Department.
  - k. Once Condition YANKEE is set, a Command Post may be established. Representation of the following groups will report to the Command Post.
    - (1) MdTA Police Department
    - (2) MPA Safety and Risk Management Department
    - (3) MPA Operations Department
    - (4) MPA Communications Department
    - (5) MPA Maintenance Department
    - (6) MPA Crane Department
    - (7) MPA Human Resources
    - (8) Others, as requested
  - l. SRMD should make regular status reports to the MEMA Emergency Operations Center (EOC) in accordance with Appendix 3 to Annex C of the Maryland EOP.
  - m. Continue to evaluate weather conditions.
5. The MPA Ops Department will request more frequent weather reports from the weather service provider.
6. The MPA SRMD will transmit the following recommended actions and other pertinent information to MPA departments and tenants when maritime condition *ZULU* is set:
- a. Establish and man the MPA Command Post with pre-designated personnel.
  - b. Continually evaluate weather conditions and prepare to terminate all cargo operations.
  - c. Ensure all buildings and equipment are secured for heavy weather.
  - d. Backup computer files and applications.
  - e. Secure all fuel and chemical storage and supply facilities (close valves, secure openings, etc.)

- f. Notify the COTP Baltimore of any vessels still moored at a terminal.
- g. Survey terminal areas for any potential hazards. Notify the MdTA Police and the COTP Baltimore if any hazards are found.
- h. Refer to the MPA Crane Operating Procedures During Forecast and Actual Winds.
- i. Prepare for flooding and take measures to mitigate damage as much as possible (e.g. sandbag doors, move critical equipment, documents, and records to a higher location such as the second floor of a multi-story building or on top of tables or desks, etc.).
- j. The MPA small boat facility should take the following actions:
  - (1) Secure all boats and scows with additional lines.
  - (2) All vessel-mooring lines should be lengthened to accommodate for exceptionally high tides.
  - (3) Clear missile hazards such as loose gear , equipment, dunnage, trashcans, etc. from pier and work areas.
  - (4) Park vehicles in garage.
  - (5) Seek safe harbor for debris scows at North Locust Point Terminal.
  - (6) Insure electrical service to small boats is maintained for bilge pumps.
  - (7) Assign personnel to facility after normal working hours to address any unforeseen occurrences.
- k. The MdTA Police will patrol MPA facilities and report any problems or hazardous conditions noted to the responsible terminal operator and MPA Command Post.
- l. Test radios, radio procedures and protocols and ensure batteries are available and charged.
- m. Review evacuation plans.
- n. The MPA SRMD should make regular status reports to the MEMA EOC in accordance with Appendix 3 to Annex C of the Maryland EOP.



F. POST-HURRICANE ACTIVITIES

1. The MPA SRMD will publish advisories to MPA departments and tenants regarding their responsibilities for their own and MPA's equipment and property.
2. The MPA and MPA tenants should:
  - a. Establish telephone and/or radio communications with the MPA Ops.
  - b. Verify status of all personnel. Report findings/problems to the MPA Ops.
  - c. Survey terminal areas for any dangerous conditions (e.g. fire/explosion hazards, oil/hazardous material spills, etc.) Report problems to MPA Ops.
  - d. Inventory and document property damage.
  - e. Inspect terminal structures and equipment for damage and restore to operational status.
3. The MPA Maintenance Department should:
  - a. Inspect and restore utilities as quickly as can be done safely.
  - b. Examine terminal berths for any damage including bulkheads, sheet piling, fendering systems, and dolphins.
  - c. Inspect and restore cranes to an operational status.
4. The MdTA Police and MPA Maintenance Departments and MPA tenants should cooperate to clear roadways of debris and restore transportation routes.
5. The MPA Office of Communications will prepare news releases of terminal situation, condition, and employees' work status.
6. The MPA SRMD should make regular status reports to the MEMA EOC in accordance with Appendix 3 to Annex C of the Maryland EOP.

## Comparison of Civilian, Maritime and Military Hurricane Conditions

<i>Projected Storm Path and Seasonal Considerations</i>	<b><i>Maritime Hurricane Conditions</i></b>	<i>Civilian Hurricane Conditions</i>	<i>Military Hurricane Conditions</i>
1 December - 31 May	NONE	NONE	NONE
1 June - 30 November	SEASONAL ALERT (set automatically)	HURRICANE SEASON (set automatically)	SEASONAL ALERT (set automatically)
Hurricane force winds are expected within <b>72 hours</b> at (geographic point)	CONDITION <b>WHISKEY</b>	HURRICANE SEASON	CONDITION FOUR
Hurricane force winds are expected within <b>48 hours</b> at (geographic point)	CONDITION <b>XRAY</b>	HURRICANE WARNING	CONDITION THREE
Hurricane force winds are expected within <b>24 hours</b> at (geographic point)	CONDITION <b>YANKEE</b>	HURRICANE WARNING	CONDITION TWO
Hurricane force winds are expected within <b>12 hours</b> at (geographic point)	CONDITION <b>ZULA</b>	HURRICANE WARNING	CONDITION ONE
After the storm passes or when projected storm path has storm not impacting (geographic point)	Return to SEASONAL ALERT	Return to HURRICANE SEASON	RESPONSE & RECOVERY

Attachment 1

**Maryland Port Administration  
Hurricane Preparedness Plan**

**List of Essential Telephone Numbers**

<b><u>Department/Agency</u></b>	<b><u>Telephone Number</u></b>
Baltimore City Fire Department	410-396-3086
Baltimore County Fire Department	410-887-4592
Chesapeake and Delaware Canal Operator	410-575-6714
Maryland Department of the Environment	410-537-3975
Oil & Hazardous Materials Emergency Response Team	410-974-3551
Maryland Emergency Management Agency	410-517-3600
Emergency Operations Center	410-517-3600
MdTA Police Department Communications Section	410-633-1092
MdTA Police Detachment Commander	410-631-1071
Pager	410-307-2914
Cellular Telephone	443-829-7601
Operations Lieutenant	410-633-1069
Pager	410-607-0642
On Duty Supervisor	410-633-1067
MPA Office of Communications	410-385-4480
MPA Safety and Risk Management Department	410-631-1060
MPA Terminal and Vessel Operations Department	410-633-1077
Director of Operations	410-633-1043
Manager, Terminal Operations	410-633-1160
Marine Operations Duty Person	410-633-1076
Vessel Operations	410-633-1160
Marine Operations Cellular	410-302-9581
Steamship Trade Association of Baltimore, Inc.	410-563-7314
Cellular	410-206-1106
U.S. Coast Guard Captain of the Port, Baltimore, MD	410-576-2693
Vessel information Telephone	410-576-2517
USCG Recorded 24/7 Message	410-576-2682
USCG Crisis Action Center (CAC)	410-576-2699
<b>Vessel Information Fax</b>	<b>410-576-2524</b>
U.S. Coast Guard Captain of the Port, Hampton Roads, VA	757-441-3302
U.S. Coast Guard Captain of the Port, Philadelphia, PA	215-271-4881

Attachment 2